



Plan Commission Minutes
August 17, 2020 at 7:00 p.m.
City Hall Council Chambers &
Virtual Online – WebEx Meeting

Members Present: Ms. Christopherson, Obaid and Dr. Wolfgram
Messrs. Larsen, Granlund, Seymour, and Gragert

Staff Present: Messrs. Allen, Petrie, and Ms. Ness

1. Call to Order
2. Roll Call – Chairperson Mr. Larsen, Mr. Seymour and Ms. Christopherson were present at the Council Chambers. Ms. Obaid, Dr. Wolfgram, Mr. Granlund and Mr. Gragert were present virtually online.
3. Approval of August 3, 2020 minutes. Approved as distributed.
4. Open public comment period for items that do not appear on this agenda noted as public hearings or public discussion. None.
5. Rezoning (Z-1673-20) – TR-1A to R-2P & R-3P with a General Development Plan
Mr. Allen presented a request to recommend approval of a rezoning from TR-1A to R-2P & R-3P with a General Development Plan for a property located on the southwest corner of Old Town Hall Road and Graff Road. This proposed development plan is to allow for a multiple phase development for a mixture of duplexes, twin homes, apartments and open space for a project known as Timber Bluff Acres with up to 328 dwelling units. The general development notes seven different communities and an area dedicated to open space of +/- 5 acres. Access to the development as proposed is two driveways from Old Town Hall Road and one access point to Graff Road.

The preliminary plat, final plat, developer's agreement and final site plan will be reviewed at a later date. This property was annexed into the city from the Town of Washington last year. To the south, west and east would be within the Town of Washington. The future land map shows the area to be a public facility and medium to high residential along Old Town Hall Road. This agenda item will be reviewed by the City Council at the August 24th meeting.

Sean Bohan with Advanced Engineering Concepts noted that annexation was first and now is the rezoning and general development plan for a mixture of communities within the large parcel. This will have a mixture of housing types as noted within the Comprehensive Plan. He noted the density is closer to the southwest corner of intersection, away from the existing single-family homes to the south and west. Also, he noted the slopes of greater than 20% on the west side of the property is for the street and no buildings are within the slopes.

Ms. Christopherson asked which parts of the proposed development would be in the first phase.

Mr. Bohan noted the eastern road would start with phase I and is closest to the existing water and sewer within the city. He noted that phase II would be the western most part of the proposed development.

Dr. Wolfgram noted that it was significant that all 328 units are proposed be workforce housing types within the mixture communities. She is asking the developer to add a narrative piece to the workforce housing definition, as noted as 60-120% County Median Income.

Mr. Bohan noted that he will need to speak with the development team prior to the City Council meeting about adding the workforce housing definition.

Ms. Christopherson questioned the connectivity within the surrounding neighborhood and locations to the parks and schools.

Mr. Bohan talked about the city growth down the south Highway 53 corridor and its desirable neighborhood. He noted the development of Prairie Park with the connectivity within the community of the new neighborhood and this development is similar.

Michelle Zumwalt, 5440 Deerfield Road, spoke about concerns about light pollution from the new development and animal habitat lost. In addition, she noted the potential loss of farmland of these parcels.

Mr. Seymour moved to recommend approval of rezoning with the general development plan with staff conditions noted in the staff report. Seconded by Dr. Wolfgram.

Due to technical difficulties, Chairperson Larsen reopened the public hearing for citizen members to discuss the proposed rezoning and general development plan.

Mr. Larsen noted that Anthony and Kristi Herbenson, 5932 Graff Road, had technical problems and submitted comments in regards to the rezoning with concerns about more traffic on town roads, as well as that the density proposed was impactful to the existing country lifestyle.

Mr. Larsen closed the public hearing and went back to the motion, and the motion carried 5-2.

6. Conditional Use Permit (CZ-2006) – Home Occupation – Hair Salon

Mr. Petrie presented a request to approve a conditional use permit for a home occupation for a hair salon located at 5316 South Shorewood Drive. The property owner is looking to have a part-time salon when going back to college. This proposed home occupation will be for a salon for one client at a time and as noted will be a part-time service. The hair salon will take +/- 160 square feet of the home and will be fully enclosed within the home.

Applicant and owner Claire Tiller was in attendance for the proposed home occupation.

Ms. Obaid moved to approve the conditional use permit for the home occupation. Ms. Christopherson seconded and the motion carried.

7. Certified Survey Map (CSM-9-20) – Create two-lot CSM

Mr. Petrie presented a request to approve a two-lot certified survey map for Renew Church located on Fourth Street and Niagara Street. Renew Church is the owner of both parcels and the CSM is to divide land uses onto their own parcel. Typically, within R-2 zoning district, the minimum lot width is 60 feet and this property is proposed to be 43 feet wide. The existing home would be non-conforming as well because it appears it does not meet the setbacks.

No one spoke this agenda item.

Ms. Christopherson moved to approve the CSM. Mr. Seymour seconded and the motion carried.

8. Site Plan (SP-2028) – Spirit Lutheran Inc.

Mr. Petrie presented a request to approve the site plan for a small addition to the building and to add a parking lot along Main Street to the south of the church located at 1310 Main Street. The new parking lot would be for staff and visitors. A small addition of 780 square feet on the east end of the church is to increase the entrance and exit and for elevator.

Mr. Gragert questioned why the new off-street parking lot is along Main Street.

Mr. Bohan with Advanced Engineering Concepts noted they are remodeling the offices and relocating them to the west end of the parking lot.

Ms. Christopherson moved to approve the site plan with staff conditions. Mr. Seymour seconded and the motion carried.

9. A. 5-year Comprehensive Plan Update

Mr. Allen noted that planning staff has been working with other departments to review chapters within the comprehensive plan. He noted and shared a spreadsheet provided by planning staff to discuss with the Commission. He asked the Commission if a work session was preferred prior to the regular meeting for Plan Commission on August 31st or September 14th.

The Plan Commission members agreed that September 14th would work best for the work session to review documents in regards to 5-year update to the Comprehensive Plan.

10. Future Agenda Item – Mr. Allen noted that the August 31st meeting is canceled by Plan Commission. Ms. Christopherson questioned about viewing the Strong Towns webinars. Mr. Allen noted that will be a discussion item on the September 14th agenda.

11. Mr. Larsen adjourned the meeting at 9:00 p.m.



James Seymour, Secretary